



Employment Opportunity

Risk Analyst

Range 50 Salary \$3208 - \$4106 monthly

Recruitment: 626-2007

Opens: January 31, 2007

Closes: February 13, 2007

Location: Director's Office, Human Resource Office
Located in Olympia

Job Summary: Administers agency-wide risk management and loss prevention program in support of the agency goals and objectives. Develop and coordinate agency-wide risk management policies, procedures and guidelines to identify and protect WDFW financial and property assets from anticipated or accidental loss. Provide risk management consultation, technical guidance and training to WDFW staff in areas of long and short term planning, risk recognition and evaluation measures, loss control activities and resolution of tort claims and law suits filed against the department.

Responsibilities:

- Manage the tort claims and lawsuit process, vehicle accidents / incidents, monitor claims and incident activity, including the defense and settlement of lawsuits.
- Liaison between WDFW and Office of Financial Management-Risk Management Division, Department of Transportation-Claims' Administration Division, Attorney General's Office, other government entities, insurance companies and the public.
- Advise and provide expertise, technical guidance, inform of evolving risk management issues, risk management and loss prevention methods to all levels of WDFW.
- Develop, collect, monitor and maintain statistical data for budget and planning purposes, executive management reporting, and to identify and analyze all risks to which the agency is exposed
- Work closely with managers, safety and health staff, contract staff, and program managers to develop and implement loss and risk control procedures and provide technical advice on insurance requirements and contract indemnification specifications.
- Establish goals, recommend changes to policy or operating procedures, provide information, training and technical assistance to minimize exposures and legal liabilities.
- Chair Risk Management Committees.

Required Qualifications:

A Bachelor's degree in business administration, public administration, or closely related field. AND Two years of experience performing risk management functions such as claims administration, insurance administration, loss distribution analysis, and/or safety and loss control administration.

Qualifying experience may substitute, year for year, for education.

Preferred Qualifications:

- Comprehensive knowledge and understanding of DFW rules, regulations and policies and State WAC and RCW laws on risk management and loss prevention.
- Legal experience. Knowledge of legal processes and documents working with vehicle an incident claims, tort claims and lawsuits.
- Computer skills and experience - Microsoft Excel (spreadsheets), Microsoft Word, Microsoft PowerPoint, Microsoft Access, Microsoft Visio, CAPS and database experience.
- Written and verbal communication skills; organizational skills.
- Investigation, communication and negotiation skills; presentation skills.
- Ability to collect and analyze statistical data.

Working Conditions:

Work schedule is 8am to 5pm Monday through Friday. Some light lifting - paperwork, laptops, light-boxes (projectors) is required.

How to Apply:

To apply for this position, submit a complete Washington State Application, a resume outlining how you meet the required and preferred qualifications to:

Joe Vidales (vidaljv@dfw.wa.gov)
Department of Fish and Wildlife
Human Resource Office
600 Capitol Way N
Olympia, Washington 98501
Fax (360) 902-2392

All application materials must be received in the Human Resource Office by the close of business on February 13, 2007.

The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.